

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1208 **TITLE:** COUNTY DEBT MANAGER **GRADE:** S-35

DEFINITION:

Under general supervision of the Chief Financial Officer, analyzes and manages the County's long- and short-term debt and moral obligations to most effectively manage and maintain the financial integrity and the credit rating of the County; plans and coordinates all financing for the County and its component units or partners, in order to achieve the most advantageous strategy for the County; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Assistant County Debt Manager in that the Assistant County Debt Manager is primarily responsible for research, data gathering, and making recommendations as assigned, where the County Debt Manager has overall full responsibility for the debt management function.

ILLUSTRATIVE DUTIES:

Acts as the County's primary day-to-day liaison between the County's various financial consultants, financial advisor, bond counsel, rating agencies and County agencies and component units;

Acts as the primary point-of-contact for all matters related to financing with other political jurisdictions such as component units of the State government, other counties, cities, towns, the Fairfax County Economic Development Authority, the Washington Metropolitan Area Transit Authority, the Washington Metropolitan Airports Authority, or other such entities;

Makes recommendations concerning the evaluation and formulation of the County's debt policy; Develops recommendations on financial policy for presentation to the Chief Financial Officer, the County Executive, and the Board of Supervisors or other boards and commissions as directed;

Supervises the Assistant County Debt Manager;

Responsible for the computation and analysis of financial and statistical information such as debt service schedules, financial impact statements, and annual analysis of debt capacity;

Analyzes and coordinates with the Capital Improvement Program (CIP) to reflect accurate assessment of projected resources to accomplish CIP goals

Ensures the successful completion of all aspects of County bond sales and component units as directed, to include both the preliminary and official statement, production of the rating agency presentations, coordination of any required School Board or other board actions, scheduling of any required public hearings, all reviews and analysis required for bond documents and indentures and work with feasibility consultants as appropriate;

Oversees the coordination of all preparatory activities related to scheduling and ordering of bond referenda;

Oversees the coordination of all activities related to the sale or assumption of "subject to annual appropriation" debt including the master lease program, lease revenue debt, certificates of participation, or other such debt issued by conduit issuers in keeping with Board established financial and debt policies;

Evaluates, researches, and reviews potential special financing opportunities including special assessment districts to ensure the benefits to the County and to assess the additional debt impact on the County's financial condition;

Assists in developing strategies for analysis and evaluating public/private partnerships;

Monitors debt compliance, escrow deposit, trust accounts, arbitrage, and disclosure requirements for the County's bond issuances, in conjunction with the Department of Finance;

Monitors the debt of component units of County government, special tax assessment districts and underlying jurisdictions for impact on the County's financial condition;

Evaluates and monitors refunding opportunities for the County and component units;

Acts as staff to the Fairfax County Industrial Development Authority;

Maintains the Bond Fact Book;

Analyzes County's general construction cash flow requirements to determine timing and amount of bond sales.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the modern methods of financial and debt analysis including various options for financing;

Thorough knowledge of and familiarity with the operations and institutions of the municipal financing markets;

Ability to analyze complex financial transactions and cash flows;

Ability to plan, coordinate, and supervise the work of subordinates and employees of other agencies;

Ability to establish and maintain effective working relationships with others and to communicate technical ideas effectively orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a degree in finance or accounting; PLUS

Six years' experience in the area of financial analysis and debt financing in either the public or private sector. Two of the six years must include supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

ESTABLISHED: November 7, 2003